

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040061-6

REPORTS INVENTORY						CONTROL NO.		
PREPARE IN DUPLICATE						DDP - 126		
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT		
INTERNAL GUIDELINES						STATISTICAL		
						<input checked="" type="checkbox"/> NARRATIVE		
						MACHINE-NAME LISTING		
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)		
		LOGISTICS		SECURITY				
		MEDICAL		FINANCE				
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)		
25		Annual				2		
7. FORMAT (memorandum, form computer print-out, etc) Narrative bulk		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT C/TSD		
		<input checked="" type="checkbox"/> YES		IF YES GIVE ADP PROCESSING NO.				
<input checked="" type="checkbox"/> NO								
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)				
All TSD branches				N/A				
12. COST FACTORS								
A. MANUAL PREPARATION AND REVIEW COSTS								
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR	
							\$1,623.00	
B. COSTS OF COMPUTER PRODUCED REPORTS								
TOTAL COSTS PER YEAR						\$1,623.00		
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.								
<p>July 1968 report required by C/TSD as a statement of major objectives to be achieved in all TSD activities for the ensuing fiscal year. This is the major TSD internal planning document.</p>								
14. FUTURE GOALS								
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS		
						<input checked="" type="checkbox"/> RETAIN AS IS		<input type="checkbox"/> OTHER (explain)
						<input type="checkbox"/> CHANGE		
<input type="checkbox"/> DISCONTINUE						MAN-HOURS	DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION		
October 1970								

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